

**JOB TITLE: Account Manager (Full Time)**

**REPORTS TO: Daisy Aldaba, Managing Director**

**DEPARTMENT: Sales Department**

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**JOB SUMMARY**

We are seeking an Account Manager to join our Sales Department. This rewarding opportunity includes developing and maintaining long term client relationships with a leader of the Trade Show Industry.

**PRIMARY TASKS AND RESPONSIBILITIES**

- Provide clients with high quality, exceptional service
- Demonstrate a solution oriented consultation approach to selling
- Identify client needs through strategic planning and effective communication
- Ensure clients receive proposals and options in a timely fashion
- Collaborate with internal design and operations departments
- Work closely with venue or facility team lead
- Service multiple clients concurrently and meeting deadlines
- Regular industry presence to contribute to company profile
- Demonstrate and maintain understanding of all products and service offered, as well as design, floor layout, custom exhibits, etc.
- Identifying clients overall budget and work to meet their requirement
- Ensure production information is communicated effectively to all production departments
- Work closely with onsite supervisor, before, during and after event
- Review exhibitor orders, revenue and level of service
- Attend all pre event meetings with clients, suppliers and venues to lead and/or participate in production planning
- Maintain friendly and professional customer interactions
- Gather information post event in order to adjust or improve the next one

**KNOWLEDGE AND EXPERIENCE**

- Minimum one year experience in the service industry
- Project management experience with exhibits, tradeshow and event set up would be beneficial
- Excellent customer service and listening skills
- Strong presentation skills with the ability to build trust and confidence in the client
- Ability to be self directed, organized and on task
- Knowledge of MS Office including, Word, Excel and Outlook

**REQUIRED**

A valid driver's license and access to your own vehicle for travel as required

We follow the Provincial Health Orders for BC and fall under Gathering and Events. Therefore we ask for Proof of (double) Vaccination (Covid) with BC Vaccine Card

*Interested individuals should submit a current resume and cover letter to Daisy Aldaba at [daldaba@levyshow.com](mailto:daldaba@levyshow.com)*